

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 10, 2013**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino, Neil Ryan, Eric Rothauser (arrived at 7:35 PM), Diane Stamm, Ellen Vessella, Trudie Walker

STAFF

Lisa Masten, Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:04 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that she will be sending a congratulatory card to Anita Wilson, and has sent a sympathy card to Ron Tramadeo and family.

MOTION: Kris Nasinnyk made a motion to accept the minutes of May 13, 2013, Dennis Doyle seconded the motion, all were in favor, and the motion to accept the minutes of May 13, 2013 was unanimously approved with a 13-0 vote. Ellen Vessella did not vote as this is her first Board meeting.

III. PUBLIC PARTICIPATION

David Nagel reported that he was happy to hear that the Town Council approved the appointment of Ellen Vessella to the Library's Board of Trustees.

IV. TREASURER'S REPORT

Iris reported that she is adding up the figures for the 5K Race, but to date the race has grossed \$15,958.58 which includes Keeney's payment for the last two years; expenses are \$2,156.25, and

Lisa indicated the bill for the timing company is around \$1,200, so the race will probably net around \$13,000. The 5K Race in the past years has netted under \$10,000.

V. LIBRARY DIRECTOR'S REPORT

Lisa reported that on Friday the Consortium Members Council will vote on changing the Sirsi system to Triple I which is a new software that has a better interface for the public. If the vote is yes, this change will take place in the spring of 2014.

The Library has added a database called Atomic Learning that has over 300 software video tutorials such as Microsoft, Apple, Adobe, PhotoShop; this is free to Newington residents.

The Children's Department staff has been in the schools introducing the Summer Reading Program. Michelle Royer were at McDonald's last week promoting the Summer Reading Program. Sign-ups begin on June 11th from 11:00 to 1:00 and 4:30 to 7:30 for adults, and on June 16th for all ages from 10:00 until Noon. Touch-A-Truck will also take place on June 16th. The Home Depot has built the raised garden in conjunction with the Summer Reading Program.

Bill Rodgers will speak on July 1st and registration is required. Should the registration be over 50 people, the Town Council Chambers have been reserved. Information regarding this program was sent to running clubs and Fleet Feet.

Lisa and Karen Brenner will be attending the National Library Conference in Chicago at the end of June.

Footnotes for June/July/August features many good programs that will take place at the Library throughout the summer.

VI. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Friends Annual Meeting was held on June 4th. Darren Sweeney was the guest speaker and did a great job. Mary Wood will continue as the Friends President, and Phil will continue as the Friends Vice-President. Dory Womer received the Friend of the Year Award.

The Friends have a bus trip to Newport scheduled for June 22nd, and a bus trip to Keene, New Hampshire for the Pumpkinfest for October 19th.

Judy thanked Neil for sharing the responsibility of the being the Friends Liaison this past year.

VII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that Eric Rothausser has resigned from the Board, so there is an opening for a corporate member. The Committee will meet over the summer and interview potential new Library Board members.

B. Investment Committee

Neil stated he had no report.

C. House Committee

1. Lienhard Room

Diane reported that she, Lisa, and Lynn have been meeting on the Lienhard Room renovation. Red Thread, the company that they have chosen, has come in to take more measurements and will submit a proposal and plans. The House Committee will meet over the summer to review the plans.

D. Facility and Site

1. Long Range/Strategic Plan Update

Maureen reported that of the five proposals sent to consultants for the Long Range Strategic Plan, two have responded – Simone Joyeaux of Rhode Island and KJR Associates of Manchester. Simone prepared the original Long Range Plan in March of 2000 and updated in 2003. Her proposal is for \$50,000 and would take 12-15 months. KJR's proposal is for \$20,000 and would take 12-15 months. The Facility and Site Committee met and upon consideration of both proposals, the consensus is that the Long Range Plan will be prepared in-house with the Library Staff and a consultant will not be hired. The Board will have certain responsibilities, as will the staff. Staff already have two major upcoming projects with the new software and RFID. Upon review of the Long Range Plan, there are many areas that have been condensed, and many areas that have already been accomplished; there are redundancies in the existing plan. Maureen spoke with former Library Director Marian Amodeo, who is now the Library Director of the Hamden Library, and Marian indicated that many libraries are now simplifying their long range plans. Maureen indicated that the committee will meet over the summer and discuss certain tasks that each committee will undertake. She reiterated that this will also be a Board effort, and take the onus off of the staff. Staying in-house with the long range plan is a cost savings. **MOTION: LeeAnn Manke made a motion to accept the Facility and Site Committee's recommendation that the Long Range/Strategic Plan stay in-house and an outside consultant will not be hired, and the Library Board will have specific responsibilities with regard to the Long Range/Strategic Plan, Trudie Walker seconded the motion, and the motion was unanimously accepted with a 14-0 vote.** Maureen will contact the consultants to let them know of the Board's decision. Maureen commented that this Long Range/Strategic Plan will be a true division of labor. Lisa will email the present Long Range/Strategic Plan link to the Board members so they can review the document.

Eric Rothauser arrived at 7:35 PM. He has resigned from the Library Board. He thanked the Library Board for the honor of serving on the Board for many years. Iris commented that Eric worked beyond the call of duty and thanked him. Eric was presented with a framed print of the Library.

E. Fund Development

Pauline reported that she attended the Annual Meeting of the Friends of Connecticut Libraries with Anna and Lisa. She feels that many people do not know the difference between the Library Board and the Friends of the Library with regard to donations.

F. Budget

Tony had no report.

G. Technology

Paul stated he had no report.

VIII. OLD BUSINESS

A. Staff Appreciation Event

The Staff Appreciation Event will take place on Friday, November 8th at the Florence Griswold Museum in Old Lyme. A bus will take staff and Board members to the museum and will leave the Library at 5:30 PM.

B. Review Board's Annual Calendar

Tony, Anna, Diane, and Ellen's terms will be up in October and November 2013. Anna thinks there is some confusion about these terms and will check past minutes.

C. Post Road Race Review

The 5K Race was held on Sunday, May 19th and was very successful. There was some discussion about t-shirt sizes and more small/medium sizes should be ordered. There was also discussion on what to check off to make sure that a t-shirt was given out to a registrant. Anna had a few ideas with regard to the entry form: she thinks that it needs to be promoted that the first place winner receives \$100 or more in gift certificates; the raffle prizes need to indicate how many and their value; put Anytime Fitness on the schedule with regard to the pre-race warm-ups; posters should be given to the sponsors to be displayed; gold level recognition at mile markers; a musical band at the finish line; and new sponsor levels: Newington Cheers which would be a \$150 sponsor and would pay for five Newington students' registration for grade levels 5-11.

D. PR Campaign for RFID Pending Choice of Vendor

The Board discussed continuing promotion of the RFID project and phase two so the public is aware that this is not just an anti-theft problem. Judy, Lisa, LeeAnn, Anna, Pauline, and Maureen will work on this campaign.

E. Hand in Nomination and Committee Forms

Anna thanked everyone for handing in their nomination and committee form.

IX. NEW BUSINESS

A. Board Annual Meeting, September 16, 2013

The Board's Annual Meeting will take place on Monday, September 16, 2013. Kris will handle refreshments.

B. Annual Meeting Recognition

Anna had suggestions with regard to name of awards and the Board discussed nominees:

Outstanding Volunteer: Kevin Mason and Ron Tramadeo; Corporate Award: The Home Depot;

Race Award: Mary Ellen Procko and Anytime Fitness; and Library Volunteer Award: Bonnie Solis.

X. PUBLIC PARTICIPATION

There was no Public Participation.

XI. EXECUTIVE SESSION

The Board did not need to go into Executive Session and asked that this item be removed from the agenda.

XII. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, Diane Stamm seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:28 PM with a 14-0 vote.